



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



Open Nationwide

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-035-A-Air		05 March 2015	19 March 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	TSgt-MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Recruiting Office Supervisor (ROS)	TBD	E-6/TSgt	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 8R200			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females.			
DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">- Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning.- Serve as the primary recruiting OJT trainer. Maintain training records, conduct training classes and refresher training for all assigned recruiters.- Supervise all wing production recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary.- Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements.- Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.- Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.- Manage office administration and serve as POC for all wing recruiting activities.- Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies.- Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with ROM.- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS.- Generate reports to NGB/A1Y through the RRS IAW NGB guidance.			

- Ensure recruiting and retention goals are met as determined by the State RRS. Assign production goals to production recruiters. Individual ROS and ROM goals will be comparable and may include; Enlistments, Appointments and Unit Saves.
- Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring the local diversity demographics.
- Responsible for inputs and updates to the GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Utilizing LAP, develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations.
- Manage and coordinate Center of Influence (COI) events IAW NGB guidance

GENERAL EXPERIENCE

Responsible for supervision, administration and management of all recruiting programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the wing and state. Communicate recruiting goals at all levels throughout the military structure. Military and full-time supervision of the ROS will be with the Recruiting and Retention Superintendent (RRS) or other office as designated by The Adjutant General (TAG).

- Must have a minimum of 2 years of experience as a Production Recruiter, Recruiting or Retention Office manager.
- Must have demonstrated the capability of maintaining recruiting production standards.
- Must possess an overall knowledge of the ANG Recruiting Program.
- Must possess knowledge, skill and proficiency in time management and sales techniques. Completion of the applicable sales training/coaching programs and the ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
- Must currently possess the 8R000 AFSC.
- Must meet ASVAB score required for 8R000 AFSCs
- Ability to start position and go to formal training immediately
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: MSgt Kallan Slater

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**

- Applicants MUST submit CURRENT/PASSING fitness assessment.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Maj Brian Burcroff, 122d FSS/CC